

**OFFICE OF SCIENCE  
STANDARD OPERATING PROCEDURES  
FOR  
MOVES**

The following practices and procedures, as set forth by the Office of Science (SC), are effective October 1, 2002.

**Purpose:** The purpose of this SOP is to provide guidance for the movement of staff within respective organizations.

- ?? Survey the area involved to determine what needs to be done regarding furniture, telephone service, and LAN connections.
- ?? Each area of the move requires a form to be submitted to specific staff in ME and the CIO's office -- **DOE F 4250.2, "Requisition for Supplies, Equipment, or Service"** (referred below as requisition) and **HQ F 1400.18 "Property Transfer or Turn-In"**.  
**NOTE:** A separate requisition must be submitted for each area involved.

Example for moving employee(s) from one location to another:

Move John Jones from G-437 to G-439

List items to be moved, i.e., 2 desks, file cabinet etc. – this provides information to determine how many movers are needed

Attach a copy of the floor plan indicating the location of furniture to be moved.

Identify and label furniture to be moved (e.g. Move to G-437) and returned to stock (RTS).

**Action:** Requisition should be submitted to Jimmie Brown, ME-413, room R-00C, 3-9904 (See Attachment 1 for Example)

Employee needs additional furniture and has furniture he/she no longer needs:

**Action:** Requisition should be submitted for new furniture, identifying the stock number and quantity. (If this request is to replace current furniture being returned to stock, notate under the description to "See TP \_\_\_\_\_ attached"). Submit requisition to James Hoffman, ME-413, Room R-006A (See Attachment 2 for Example).

For the furniture being returned to stock, complete HQ F 1400.8, "Property Transfer or Turn-In". Complete the form accordingly. (If this request is Turn-In and new furniture has been requested, notate in the

Justification/Remarks block to “See Requisition No. \_\_\_\_.) (See Attachment 3 for Example)

- ?? Move extension 3-XXXX with all existing features from Room G-XXX to G-XXX. (If employee is going from one division to another, then you should notate the new attend number –this is the number the caller gets when he/she hits 0.)

**Action:** Requisition and/or email should be submitted to Judy Saylor and Diane McDonough, IM-41, CA-123, 3-4999 and 3-2711 respectively.

- ?? Requests for LAN connections, etc., should be sent via email to SCSC.

**Additional Guidance:** When moving 3 or more employees, the respective requests (as indicated above) should be submitted to Donna Scott, ME-412, Room E-067A, 3-3998. This level of move requires the coordination and scheduling of the movers and telephone service.